

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS:

This is supervisory or specialized field and office police work involving supervision of subordinates, communications system operation and routine to complex clerical work.

An employee of this class is responsible for assigning subordinates to post, operating office communication equipment, keeping records of equipment and supplies and performing other duties of an experienced and supervisory police officer.

Supervision is exercised over a group of subordinates through inspections and the assignment of duty in accordance with general instructions received from officers of higher rank. Employees of this class work more or less independently while performing regular or routine duties but may receive specific instructions on new assignments. Work is reviewed by oral and written reports to superior officers and by their inspection and observation. Employees of this class usually work on a shift and exercise supervision over subordinate employees on the same shift.

EXAMPLES OF WORK:

(Note: Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Assigns subordinate officers to posts and inspects them before they go on duty for compliance with departmental regulations;

Transmits orders to police officers in person or by means of the station communication system;

Checks police officers in the performance of their duties and offers assistance, makes suggestions, or gives instructions for better performance of their work;

Reports any breach of duty or inefficiency to his superior;

Keeps posted on condition of departmental equipment and supplies and makes reports on these items as required;

Makes arrest reports and handles office details of arrests;

Supervises the primary investigation of major traffic accidents and violations;

Performs any of the duties of police officer as needed;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern approved principles and practices of police work;

Good knowledge of laws and ordinances governing police work;

Considerable knowledge of the geography of the city;

Good judgement and observation;

Skill and sound discretion in the use of firearms;

Ability to plan, direct and supervise the work of others;

Ability and willingness to take and give instructions and to keep informed on new developments in police work;

Ability and willingness to get along with other employees and to deal courteously but firmly with the public;

Ability to operate the communication system and to prepare and maintain a system of complex records and reports as required;

Ability to get information over the telephone from excited persons;

Ability to drive an automobile.

QUALIFICATION REQUIREMENTS:

Must be a regular and permanent employee in good standing in the class of Police Officer First Class;

Must successfully pass a medical examination assuring good health and indicating, in the opinion of the Board, the physical ability to perform the required work of this class before appointment from the employment list;

Must successfully pass a Civil Service examination testing aptitude for beginning work in the class.